



LOCAL PERMITTING/LICENSING PROCESS FOR MARIJUANA BUSINESSES

DECEMBER 2015



- Agenda
 - Introduction
 - Overview of land use permitting/licensing process
 - Forms
 - Fees
 - January 4th Logistics
 - Questions?



- ## City's Process

- Established MTAC- comprised of interested parties & industry reps.
- MTAC recommended requirements for buffering for rec retail, licensing program, PC recommended adoption.
- Council ultimately adopted buffers for retail: 1,000 ft from schools, 150 ft from licensed childcare and parks, and 1,000 ft from another rec retail establishment.
- Existing medical wishing to convert to rec retail from buffers 'grandfathered' until Dec. 31, 2016.



General Overview of Permit/Licensing Process:

- Please verify your Zoning and General Plan Designation;
- Apply for Land Use Compatibility Statement (LUCS);
- Apply for Land Use/Building Permits (consult licensed architect/engineer if needed);
- Apply for OLCC License;
- Get your OLCC License approved and issued;
- Satisfy all City requirements through the Land Use Process;
- Apply for your City Operating License within 30 days of Land Use Approval;
- Get your City Business Registration;
- Open.

CITY OF BEND/OLCC PROCESS TIMELINE



	January-March	April-June	July-September	October-December
OLCC	LUCS online 12/15; January 4, applicants can apply for MJ licenses. Seed to Sale Tracking Training Jan-Feb; OR Legislative session in February.	Grower, Processor Licenses issued. Commission holds public hearings and adopts final rules.	Retail Sale Licensing begins.	Licensed retail stores begin operating.
City	City accepts LUCS, MDS, and/or other planning applications beginning Jan. 4; City has 21 days to return LUCS applications.	City expects to be processing licenses for growers, processors, wholesalers, and labs.	City expects to be processing licenses for retail.	Deadline for existing medical-rec retailers to obtain City approval expires December 31, 2016. Revisit program w/ MTAC.



Different processes apply for different situations:

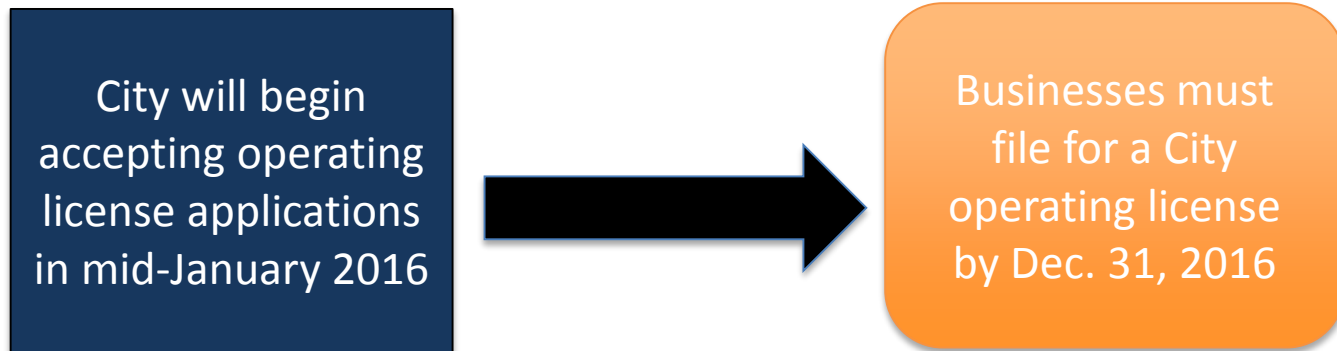
1. Existing medical marijuana businesses staying medical only
2. Existing medical marijuana businesses (grow, processing, wholesale, lab) converting to recreational marijuana
3. Existing medical dispensaries converting to recreational retail
4. New marijuana businesses (medical or recreational)

Note: Land Use Compatibility Statement (LUCS) signed by City is required by OLCC; part of state licensing process, not local permitting/licensing process

EXISTING MEDICAL BUSINESSES



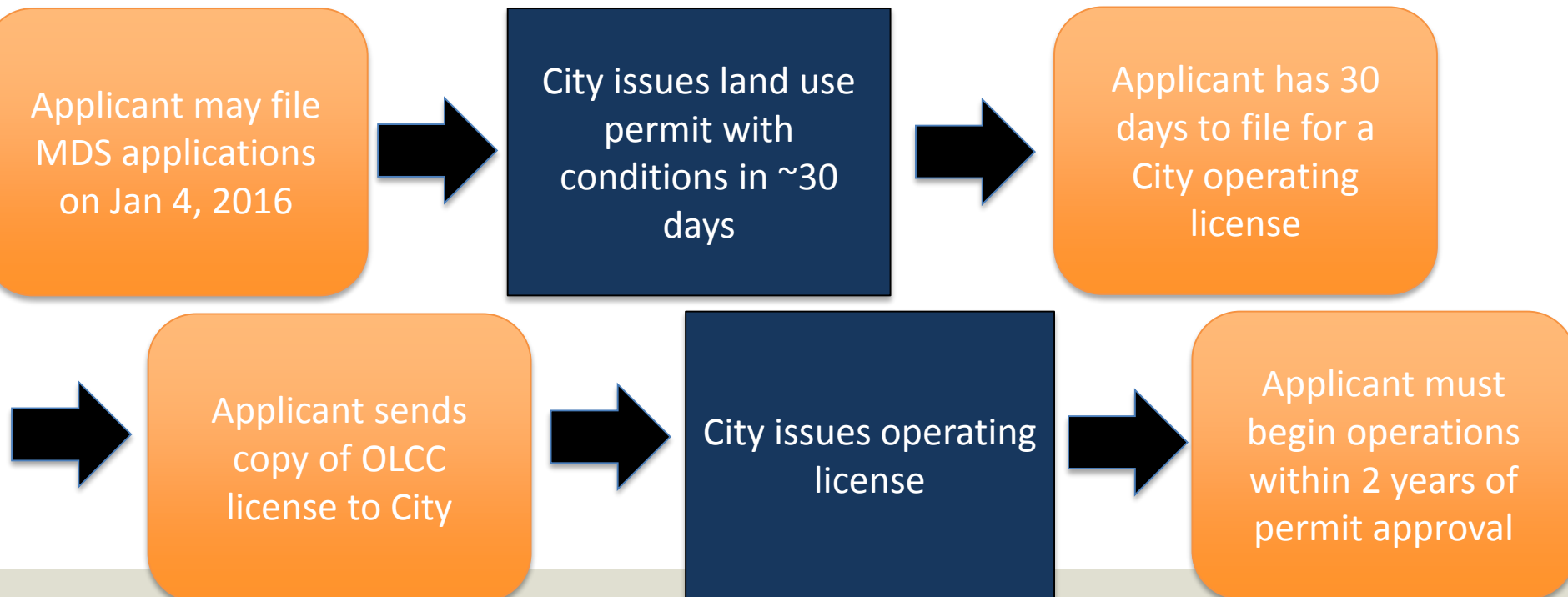
- Existing permitted medical businesses licensed by OHA that intend to remain medical only
 - No land use permit required, if legally established.
 - City Marijuana Operating License required.
 - City Business Registration required.



EXISTING MEDICAL BUSINESS CONVERTING TO RECREATIONAL



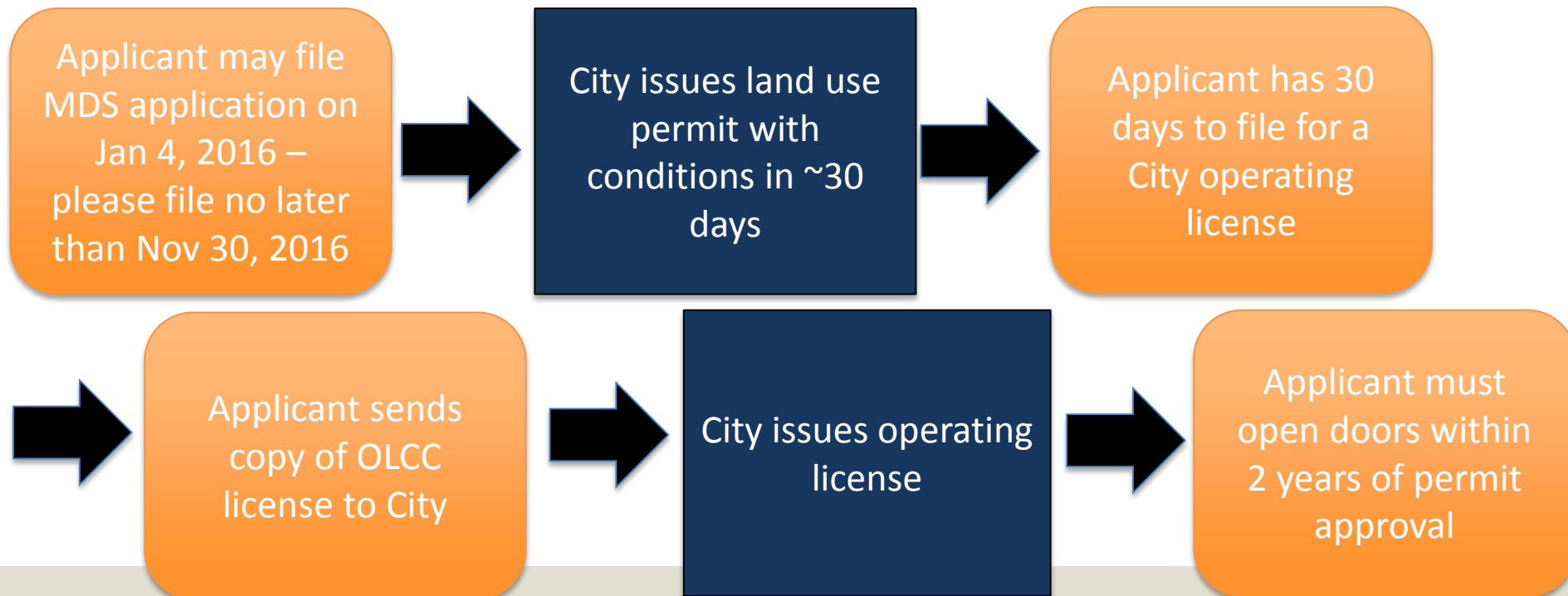
- **Existing permitted medical businesses (grow, process, wholesale, lab) that intend to convert to recreational**
 - MDS land use permit required
 - City Operating License/ Business Registration required



EXISTING MEDICAL DISPENSARY CONVERTING TO RECREATIONAL



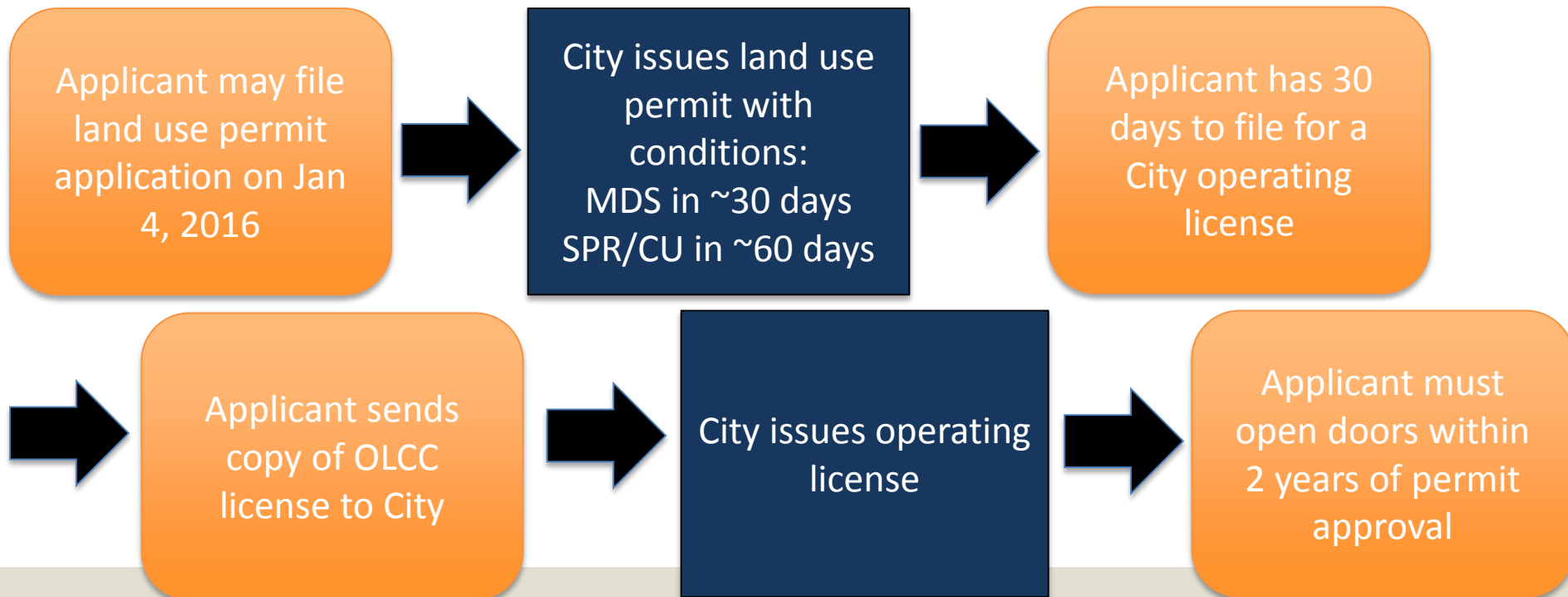
- **For medical dispensaries wanting to convert to recreational retail, a special timeframe applies:**
 - Must complete MDS review process by Dec. 31, 2016 to be protected from new separation distance/buffers



NEW MARIJUANA BUSINESSES



- **For new medical or recreational businesses:**
 - MDS, SPR, or CU land use permit required per BDC 3.6.300.P – separation distances for dispensary/retail
 - City Operating License and Business Registration required



FORMS- MARIJUANA BUSINESS LAND USE APPLICATION CHECKLIST



COMMUNITY DEVELOPMENT

MARIJUANA BUSINESS LAND USE APPLICATION CHECKLIST

Please attach this checklist with the required City of Bend Land Use Application Form (see page 2 for further information)

Property Information – For a business with multiple locations, complete one checklist per site

Site Address: _____ Tax map & lot number: _____

General Plan Designation: _____ Zoning District: _____

Select all uses that apply to your business operations at this site address:

- | | |
|---|--|
| <input type="checkbox"/> Marijuana Recreational Retailer | <input type="checkbox"/> Medical Marijuana Dispensary |
| <input type="checkbox"/> Wholesale – Recreational | <input type="checkbox"/> Wholesale - Medical |
| <input type="checkbox"/> Processor of Concentrates/Products - Rec | <input type="checkbox"/> Processor of Concentrates/Products - Med |
| <input type="checkbox"/> Processor of Extracts – Recreational | <input type="checkbox"/> Processor of Extracts - Medical |
| <input type="checkbox"/> Grow/Production – Recreational | <input type="checkbox"/> Grow/Production - Medical |
| <input type="checkbox"/> Testing, research & development – Rec | <input type="checkbox"/> Testing, research & development - Medical |

Are you an existing Medical Marijuana Dispensary converting to a Marijuana Recreational Retailer? ☐ Yes ☐ No

Business Information

Business Name: _____

Description of Business: _____

Building square footage per use: _____

Required Applications and Licenses

All new marijuana businesses, conversions from medical to recreational marijuana or expansions of existing marijuana businesses must file for and obtain the following licenses and approvals:

City of Bend Land Use Application (Check all applicable boxes)

☐ Site Plan Review ☐ Minimum Development Standards Review ☐ Conditional Use Permit

City of Bend Operating License: All new marijuana businesses must obtain a marijuana operating license within 30 days of obtaining the land use permit, and annually thereafter. Existing medical marijuana businesses must obtain the license by December 31, 2016, and annually thereafter.

OHA/OLCC License: Proof of a license from the State (either OHA or OLCC) confirming the security plan and all other required improvements is required prior to final occupancy.

Business Owner Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Authorized Representative: _____ Phone: _____

Address: _____ Email: _____

Do you own the property where the business will be located? ☐ Yes ☐ No - If you are NOT the property owner, please fill out the information below.

Property Information

Property Owner: _____ Phone: _____

Address: _____ Email: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct.

By signing this document, I acknowledge that I have read all the regulations relating to the operation of a Marijuana Businesses under Bend Development Code 3.6.300.P Marijuana Businesses and Chapter 7.50 Marijuana Business Operating License.

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

For questions regarding Marijuana Business Land Use applications, please contact the City of Bend Planning Division at (541) 388-5580 ext 3, or via email to bendcdd@bendoregon.gov.

Visit <http://www.bendoregon.gov/marijuana> for more information.



- Land Use Compatibility Statement (LUCS)
- Minimum Development Standards (MDS)
- Site Plan Review (SPR)
- Conditional Use (CU)
- Marijuana Business Operating License
- City Business Registration

- Proposed Marijuana Operating License Fee- \$600, renewed annually. City Council to consider fee January 6.
- Business Registration Fee - \$50 annually.
- Land Use Compatibility Statement (LUCS) Fee - \$152.88
- Land Use Fees - these will vary.
- Building Permit Fees - these will vary.
- Systems Development Charges - these will vary. Estimator link found here (\$130 for an SDC estimate):
<http://bendoregon.gov/modules/showdocument.aspx?documentid=3795>

JANUARY 4TH LOGISTICS



- City Hall opens at 8 a.m.
- Please line up on the Wall Street side!
- Applicants will be given a number and may enter Council Chambers between 8-9 a.m.
- Applicants can fill out forms, 8-9 a.m.
- 9:00 a.m.- 4:00 p.m.- Staff will begin intake of applications in number order.
- For rec retail, the 1,000 separation will be based on time of intake and payment of fees. For other types of business, you do not necessarily need to apply on the 4th.
- Please don't apply online for land use permits.

QUESTIONS?



- Questions?
- www.bendoregon.gov/marijuana